

<\_\_\_\_\_ Letterhead, including address>

<date of mailing>

<name>

<street address>

<city>, <state> <zip code>

Dear <salutation><name>,

At Thomas Nelson Community College, we recognize the importance of the privacy and confidentiality of the personal information provided to us by our students. We are writing to inform you of an incident involving some of that information.

We learned on December 9, 2015, that on December 8, 2015, your confidential student information to include name, address, phone number, social security number, student identification number, date of birth, immunization dates, background check results (no offenses listed), grades, and student progress indicators were emailed to eleven current nursing students. Each of the email recipients has been contacted and directed to permanently delete this information.

While there is no indication that your information has been misused in any way, as a precautionary measure, we are offering a complimentary one-year membership to Experian's® ProtectMyID®. This product helps detect possible misuse of your personal information and provides you with identity protection services focused on immediate identification and resolution of identity theft. ProtectMyID is free to you and enrolling in this program will not hurt your credit score. Unfortunately, due to privacy laws, we are not able to enroll you directly. **For more information on ProtectMyID Alert and instructions on how to activate your complimentary one-year membership, please see the included instructions in this letter. We strongly encourage you to take advantage of this offer.**

You may also obtain a copy of your credit report, free of charge, once every 12 months from each of the three nationwide credit reporting companies. To order your annual free credit report please visit [www.annualcreditreport.com](http://www.annualcreditreport.com) or call toll free at 1-877-322-8228. Contact information for the three nationwide credit reporting companies is as follows:

Equifax	Experian	TransUnion
PO Box 740256	PO Box 9554	PO Box 6790
Atlanta, GA 30374	Allen, TX 75013	Fullerton, CA 92834
<a href="http://www.equifax.com">www.equifax.com</a>	<a href="http://www.experian.com">www.experian.com</a>	<a href="http://www.transunion.com">www.transunion.com</a>
1-800-525-6285	1-888-397-3742	1-800-680-7289

We recommend that you remain vigilant to the possibility of fraud and identity theft by reviewing your financial statements for any unauthorized activity. You should immediately report any unauthorized activity to your financial institution. If you believe you are the victim of identity theft or have reason to believe your personal information has been misused, you should immediately contact the Federal Trade Commission and/or the attorney general's office in your home state. You can obtain information from these sources about steps an individual can take to avoid identity theft as well as information about fraud alerts and security freezes. You should also

contact your local law enforcement authorities and file a police report. Obtain a copy of the police report in case you are asked to provide copies to creditors to correct your records. Contact information for the Federal Trade Commission is as follows:

Federal Trade Commission  
600 Pennsylvania Avenue, NW  
Washington, DC 20580  
[www.ftc.gov](http://www.ftc.gov)  
1-877-438-4338

We regret that this incident has occurred and want to assure you that we are committed to the security of your personal information and are taking this matter seriously. We have taken steps to mitigate this situation from re-occurring by providing additional communication to faculty and staff on handling sensitive information and enhancing existing security awareness training with the inclusion of additional instructions on handling sensitive information. If you have any questions, or you need further assistance, please contact Dr. Christy Hawkins at (757) 825 -3691.

Regards,

Christy Hawkins, Ph.D  
Dean, Health Professions  
Phone: (757) 825-3691